

SOUTHEAST EUROPE (SE) DIVISION NOTES

Organizational Placement

1. Reports officers and clerical personnel are assigned within the various area branches with separate Requirements (and Reports) Staff at division level to coordinate the division's reports activities and provide general guidance to reports personnel.

2. All persons interviewed, both operational and reports, with the exception of one branch chief, strongly support the existing arrangement of having reports personnel assigned to the various branches. In their view, the operational and reporting activities are so closely related and the persons concerned with each can contribute so materially to the accomplishment of the other's objectives, that both would suffer if the reports people were to be removed from the branches.

Personnel

1. The need in the SE area branches seems to be more to fill existing vacancies than to authorize additional reports positions. However, a new T/O is needed to reflect the present organizational structure. For one thing, the [REDACTED] Branch, which was part of the old FDP division of OSO, is now part of the WE division, not of SE division.

2. It may be noted that, with only one or two exceptions, reports personnel on duty are correctly slotted against the T/O positions which they are actually filling.

3. [REDACTED] Branch--The authorized positions, two reports officers and one clerical, for this branch are adequate, but only one reports officer is on duty. This officer does both positive and CE reports at present. Another reports officer is in process, to be used for combined reports and operations work. The clerical position should be filled. Logging, a small amount of carding, and typing of mats is now done by the Branch Chief's secretary. Little carding, however, can be done at present.

Present backlog is about 100 reports to be edited, some going back to 1949, but these latter would still be of interest to various customers since they contain O/B information and even out-dated information of this type is welcome.

4. [REDACTED] Branch--At present, there are on duty a Chief Reports Officer and four reports officers working on positive intelligence reports, and three reports officers assigned to CE work,

SECRET

64W
V
against seven reports officers and one intelligence assistant positions. Positive reports officer personnel are considered to be adequate and no new positions are required, assuming the position of Intelligence Assistant GS-7, (#725), presently used for a reports officer, will continue to be used for this purpose though possibly the position title might be changed.

Additional clerical assistance is needed as there is only one clerk-stenographer on duty in the positive reports area, but there is already another authorized position, Clerk, GS-4, which is unfilled.

There is no backlog of unprocessed or untyped reports in this branch. However, considerable carding must be done to keep current the very comprehensive and valuable personality and subject file developed in recent months by the Chief Reports Officer.

The typing of cards for this file, plus logging and typing of multilith mats presently being done by a reports officer should be done by clerical personnel.

25X1A8a

5. [REDACTED] Branch--Present T/O calls for one reports officer and one clerk-stenographer. The reports officer is on duty and a person is in process to fill the clerk-steno position but has not yet been cleared to EOD. A backlog of some 75 reports exists, of which roughly half have CE implications and will be processed by the CE reports officer. Logging and various clerical duties are presently being done by the reports officer.

It is believed that the addition of an intelligence assistant, with the filling of the clerk-steno positions, and bearing in mind positive reports assistance to be rendered by an additional CE reports officer should take care of the positive reports personnel needs.

25X1A8a

6. [REDACTED] Branch--No additional positions are needed in this branch. Presently authorized are three reports officer and two clerical positions. On duty are two reports officers; one clerk just recently EOD'd; and one clerk-stenographer waiting overseas assignment but temporarily assisting in reports work. This latter position should be filled with a permanently assigned employee. Logging presently being done by a reports officer should be done by one of the clerical employees. With two clerical employees on duty, additional needed carding could also be done.

The present backlog is negligible with about ten reports to be processed and some thirty out for translation. One of the reports officers does translation work for the operations personnel, spending an estimated average of two hours per day on this work.

~~SECRET~~

Approved For Release

7 [redacted] Branch - The present 1/0 of the 16-2 reports officers for this branch is adequate, but only two reports officers are currently on duty. A considerable backlog exists, with some 100-125 reports to be edited. This has been due, however, to a lack of personnel rather than of positions. With the EOD of a second reports officer some months ago, the backlog then existing of several hundred documents has been considerably diminished.

There is a need for clerical assistance however, although no additional positions beyond the two presently authorized should be needed. Reports officers are logging, calling for SO numbers and typing multilith mats. There is a card file of personalities and subjects but it is very inadequate due to the lack of clerical personnel.

General Procedure

1. Incoming dispatches (in triplicate) received in Division mail room from RI, cables in office of Division Chief from Signal Center, logged and routed to appropriate branch. Operational and intelligence material there separated, and latter given to reports people to log and process. More often than not, the Branch Chief (or his deputy) does not see these incoming raw intelligence dispatches, though all cables will usually clear through him. Specific instructions may be given by the Branch Chief in certain instances, but ordinarily the reports officer will determine whether information received is to be disseminated. Where necessary, this is coordinated with the operational people concerned or with the Branch Chief. Factors affecting dissemination would be: previous dissemination of the same information by OSO; publication of the information through overt media; trivial, sometimes the false, nature of the information; or occasionally the danger of revealing a source if the information were to be disseminated.
2. Quite often, ostensibly operational dispatches will contain disseminable items of intelligence interest. In order for these to be disseminated, the operations officer concerned must pass the information along to the reports officer.
3. If dissemination is to be made, the reports officer prepares a draft SO or SODB dissemination, either in longhand or on a typewriter, occasionally by dictation, including appropriate Washington comments and indicating the distribution to be made.
4. The typist will call for the SO or SODB number and type the multilith mat (though this is sometimes done by the reports officer because of shortage of typists). The mat is checked by the reports officer for content and editorial accuracy and any necessary coordination is effected; initialed by the Branch Senior Reports Officer, sometimes but not usually by the Branch Chief; logged out to RC; and taken, with the RI copy of the basic field dispatch attached, to the Division Chief of Requirements. The other two copies of the dispatch will have been pulled and filed in the Branch. If distribution is to be made through liaison channels, the Branch Chief's approval is required, and this will be indicated

- 3 -

~~SECRET~~

Security Information

~~SECRET~~

Security Information

by his initials on a 3x5 chit containing appropriate information and attached to the multilith mat.

5. The multilith mat is again reviewed in the office of the Division Chief of Requirements for format, completeness, editorial accuracy, correctness of classification and requested distribution and as much as possible for substantive content. If the report is not to be passed to the [redacted] a 3x5 card is attached indicating the reason for this. No logging is done in this office. The Chief of Requirements reads and releases by initialing all outgoing positive intelligence SO's and SOBB's. The multilith mat, with the basic dispatch attached, is then taken to RC for final review, publication and distribution either directly or through OCD channels.

25X1C8c

6. PD's are handled similarly, but in a more expeditious manner, and require initialing by the Division SO Deputy (or his assistant). They are hand-carried to RC for review and release and assignment of an SO number to be used in making the confirming regular dissemination (which number will appear in the PD). A preliminary dissemination is always followed by a regular-type dissemination as promptly as possible, repeating the same information in less cryptic style.

General Notes. Including Comments Received

1. The bulk of SE dispatches are received through other Divisions since SE has relatively few stations. This makes a greater problem of routing and coordination than is the case in some of the other divisions.

2. A branch chief must have a real interest in reports, realizing that the basic mission of OSO cannot be accomplished merely by operational people conducting technically or mechanically perfect operations.

3. Reports officers should be or become sufficiently competent in the language of their assigned area to be able at least to screen foreign language reports received, preferably to translate these where necessary, although continual lengthy translations by reports officers would be an inefficient utilization of their basic skill.

4. Many reports officers are not familiar enough with their area; perform merely an editorial function. It is foolish to believe that a person, regardless of other qualifications, can come to a new area desk and at once be competent to turn out good reports on that area.

5. Most reports officers look on reports work as a stepping-stone, or perhaps rather a tedious stepping place, on the way to operational work. However, operational officers are often better for having done reports work. Believe all operations officers and persons going overseas should first spend a certain period of time in reports work.

- 4 -

~~SECRET~~

Security Information

~~SECRET~~

Security Information

OTM

6. Greatest need is to have reports officer stay at reports desk of a given area for a considerable period of time, so that he comes to know the situation prevailing in his area and be in a better position to evaluate information and write reports.

7. Free access to operational files is necessary to give the reports officer the complete picture he needs.

8. Reports officers should have equal status with operations section, not feel they have to leave reports work to be promoted above a GS-12.

9. Field should be reminded firmly that intelligence-type information should not be included in operational cables or dispatches. Also that intelligence cables should be prepared in the field in such a way that they can be PD'd almost by simple copying. These two comments made particularly in view of the fact that cables frequently reach headquarters at night or on the weekend so that the duty officer has the job of PD'ing such information as must be sent out promptly.

10. Printed "CABLE" tag should be used (these are already in existence and used by some), rather than hand-printed tag when SC is based on information received by cable.

11. Division mail clerk uses one of the four blue copies of the abstract file slip for logging pouch documents, but the branch reports personnel find this logging mechanism not suitable to their needs. They continue to use log sheets of various types, printed, dittoed or handruled.

12. A fair number of documents received from the field, being of probable interest to only one or two customers, are disseminated under an SOCB transmittal on a loan basis. Follow-up copy of the SOCB is retained by the reports officer; if the document is not returned, follow-up is made by RC, through OCD, on behalf of the Branch; and OCD in turn must maintain records and make follow-up with customer agencies periodically or on request. The general policy is already to send as much material of this type as possible on retention rather than on loan. In addition, however, it would seem a very good idea to provide some means of quickly reproducing a copy or two of such information material (where it is reasonably brief), send it under SOCB transmittal to the customer or customers for retention, with a copy to OCD, and eliminate all the filing and follow-up now required.

13. Standardization of carding practice desirable - this should provide continuity in case of changeover of personnel. Reliance on the memory of the reports officer is not satisfactory.

- 5 -

48

~~SECRET~~

Security Information

~~SECRET~~

Information

OKM

14. More detailed critiques of reports, including reports not disseminated, should be sent to the field for guidance and correction of deficiencies in reporting. One reason for the existence of backlogs is that too much work is required to make a report ready for dissemination -- material to be translated, first names omitted even when certainly known, incorrect spelling of place names, faulty expression to the point that certain portions of a report may not be understandable, etc.

15. The monthly statistical report should include a totaling of non-disseminations as such.

16. Reproduced copies of SO and SODB disseminations may not be received in the branch until two weeks after forwarding of the mat to RC.

17. Seems to be no real reason why Division Chief or SO Deputy should be required to authenticate all PD's. Division Chief of Reports should do so, clearing any questionable or highly important PD's first with the SO Deputy, as his judgment dictates.

18. On some occasions in the past, the Technical Guidance Branch has not been as cooperative as they might have been in obtaining requested information from their sources.

19. A number of complaints were received to the effect that translation [REDACTED] has been very slow, requiring weeks or sometimes months for completion; and that in some instances the quality of the translations has been inferior. It was indicated, however, that improvements have been made recently in both respects. Nevertheless, at least one reports officer is spending a considerable portion of time in doing extensive translation in order to expedite this work.

As a rule very timely reports are translated and screening is done by reports officers, which is as it should be. It is felt that a reports officer should be able to translate material written in the language of his particular area of responsibility but not be required to do so except for screening purposes as in the case of urgent reports.

- 6 -

~~SECRET~~

Security Information

49

25X9A2